

ORDER

2700.35

Third Party Draft System (TPDS) Accounting Procedures



July 5, 1994

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

FORWARD

As part of the Department of the Treasury's cash management initiatives, they have developed alternative payment mechanisms for cash which improve efficiencies and reduce the overall costs to the Federal government. Third party drafts is an alternative payment method for imprest fund transactions which improves cash management and simplifies administrative procedures. FAA has developed a national Third Party Draft System which automates the use of third party drafts, reduces imprest fund cash, and reduces the overall costs inherent with the administration of third party drafts.

This order prescribes the FAA's policy, procedures, and responsibilities for the FAA's Third Party Draft System.

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CHAPTER 1. GENERAL

1. PURPOSE. This order prescribes standards, assigns responsibilities, and prescribes the accounting procedures for the internal control, automated issuance, and accounting of third party drafts utilizing the automated processes of the FAA's Third Party Draft System (TPDS).
2. DISTRIBUTION. This order is distributed to the branch level in each region and center accounting office and the Accounting Operations Division, AAA-200, Washington headquarters.
3. BACKGROUND. Contract No. DTFA06-90-D-50064, issued by the Federal Aviation Administration, GELCO Payment Systems, Inc., can provide third party draft (TPD) payment services to the Department of Transportation modal administrations. The TPD contractor provides a system that allows designated TPD officials, to make selected payments using payment instruments, i.e., third party drafts, rather than cash. FAA's implementation of third party drafts is supported by an automated Third Party Draft System (TPDS), which was designed and developed by the Western-Pacific regional accounting office. TPDS is a system that automates the issuance and accounting, establishes internal control, and facilitates the management of third party drafts in FAA. Additional information about TPDS is contained in the following documentation.
 - a. FAA Order 2770.4A, Imprest Fund, Third Party Drafts, order contains policy and operational guidance for issuing, monitoring, and controlling of third party drafts by TPD principal official cashier, TPD official alternate cashiers, and other designated TPD officials.
 - b. Third Party Draft System (TPDS) Systems/Program Documentation Manual, contains the systems and program flow charts and functional descriptions of the programs for TPDS.
 - c. Third Party Draft System (TPDS) Users Manual contains detailed instructions on the use and operation of TPDS.
 - d. Treasury Financial Manual (TFM), volume I, part 4, chapter 3000, section 3040, paragraph 3040.70, Third-Party Drafts, contains U.S. Treasury guidelines governing the use of third party drafts as a payment mechanism used in lieu of cash.
 - e. Cash Management Made Easy, U.S. Treasury Financial Management Service's publication, Third Party Drafts, pages 6-17 and 6-18 describes the third party draft process.

4. OVERVIEW. An overview of the Third Party Draft System Functions are contained in appendix 1, and the Third Party Draft System Configuration is contained in appendix 2.

5. DEFINITIONS.

a. Third party draft is a check-like instrument, issued and drawn against a third party draft contractor. It is an alternative payment mechanism for agency imprest fund transactions.

b. TPD Coordinator is the employee who has been designated by the servicing accounting office, and is responsible for all required actions between the servicing accounting office and the TPD contractor. The TPD Coordinator reports directly to the servicing office's accounting officer or his/her designee. Servicing accounting offices are to forward contract service requirements discrepancies to the contracting officer's technical representative (COTR) for final resolution.

c. TPD official is an employee, e.g., a principal TPD cashier, TPD alternate cashier, or other designated person, that has been delegated the authority to issue third party drafts for approved invoices to vendors, and SF1164s, travel advances, or travel vouchers to FAA employees in lieu of cash.

d. Site administrator is an employee who performs the security functions at the site where third party drafts are issued. The site is usually an imprest fund location and the TPD principal official cashier may be assigned the responsibilities of the site administrator.

e. Data base administrator is an employee, who performs functions related to minor maintenance of the TPDS database. All other maintenance and operational maintenance is performed by the Western-Pacific regional information resources management organization.

f. Servicing accounting office is either a region, center, or headquarters accounting office, i.e., the Southern, Alaska, Central, Southwest, and Western-Pacific regional accounting offices, the Aeronautical Center and Technical Center accounting office, and the Washington headquarters' Accounting Operations Division.

g. Department of Transportation (DOT)-wide program coordinator. FAA has obtained written authorization from the Office of the Secretary of Transportation, Office of Financial Management, B-30, to contract for contractor services to implement and maintain a third party payment system that allows imprest fund cashiers to make

selected payments using payment instruments rather than cash. The contract provides that all DOT modal administration may obtain these services. The Office of Accounting, Travel and Relocation Systems Division, AAA-300, acts as the executive agent for DOT in awarding the contract and acting as the DOT-wide program coordinator. As such, the contracting officer's technical representative has overall responsibility for the administration of the contract, including contract resolution, in conjunction with the contracting officer.

6. REQUEST FOR INFORMATION. For additional information or assistance, contact the Accounting Systems Division, AAA-400.

7. FORMS. Refer to appendix 3 for the list of forms used for controlling and recording third party drafts.

8. REPORTS. Refer to appendix 4 for the list of reports used for controlling and recording third party drafts.

9. GENERAL. The following paragraphs relate to assigned responsibilities for the management of third party drafts.

10.-19. RESERVED

CHAPTER 2. RESPONSIBILITIES

SECTION 1. SERVICING ACCOUNTING OFFICES

20. SERVICING ACCOUNTING OFFICES. Each servicing accounting office is accountable for third party drafts issued at their region, center, serviced region, or headquarters as prescribed in FAA Order 2770.4A, Imprest Fund. The servicing accounting office shall:

a. Designate the employees at the servicing accounting office, serviced accounting region, or field offices, as TPD officials and site administrators.

b. Designate an employee as TPD coordinator who will be the servicing accounting office contact with the TPD contractor, and perform the following:

(1) Order initial books of third party drafts for each TPD official from the TPD contractor. Refer to Section 3.1, Ordering Drafts, of the TPDS Users Manual.

(2) Complete appropriate contractor forms for the initial order, including the social security number, address, and organization code levels, i.e., cost center, of each TPD official. Refer to Section 3.1, Ordering Drafts, of the TPDS Users Manual.

(3) Prepare a procurement request requiring a blank purchase agreement for the initial order of drafts for all TPD officials. Refer to Section 3.1, Ordering Drafts, of the TPDS Users Manual.

(4) Process the TPD contractor's invoice for payment of third party drafts ordered. The servicing accounting office will determine the distribution of these costs. The costs may be charged directly to the applicable organizations' cost centers or to the accounting office's cost center. Refer to Section 3.2, Payment of Drafts, of the TPDS Users Manual.

(5) Report any lost or stolen drafts, or expired drafts that were voided, to the TPD contractor.

(6) Send copy(s) of stolen or lost drafts that have been cleared by the TPD contractor to the TPD official.

(7) Inform TPD officials on the status of their lost or stolen drafts.

(8) Follow the TPD contractor's procedures regarding "VOIDED" drafts.

(9) Review and receive TPD contractor reports as listed in appendix 4, List of Reports - TPDS.

(10) Make TPD contractor reports available to the TPD official and/or site administrator.

(11) Sign FAA security clearance forms confirming that the employee is not a TPD official and authorization is canceled.

(12) Receive from site administrator and/or TPD officials information concerning the correction of TPD data already transmitted to the servicing accounting office and give that information to the employee responsible for the Departmental Accounting and Financial Information System's (DAFIS) On-Line Interface process.

(13) Receive TPDS List of Voided Drafts Over 60 Days from the employee responsible for the automated reconciliation process.

(14) Report expired drafts, i.e., over 60 days, that were voided to the applicable TPD official.

(15) Retain a copy of TPD contractor's memorandum, confirming that the lost or stolen drafts have been voided or a replacement check has been issued for those drafts which have cleared the TPD contractor's bank.

(16) Request the servicing accounting operations staff to deposit replacement check for those lost or stolen drafts which have cleared the TPD contractor's bank. Include detailed instructions and information for entering transactions in DAFIS.

c. Designate an employee who will act as security manager of TPDS, and perform the following:

(1) Process the Request to Establish TPDS Site Forms for the FAA servicing accounting office or field organizations.

(2) Issue a logon identification (ID) and initial password to site administrators at the servicing accounting office and field offices and update the TPDS Site Security Program as prescribed in chapter 1, Section 4, Site Security Program, of the TPDS Users Manual.

(3) Send the TPDS Users Manual to the site administrator.

(4) Add or delete site ID's and site administrators from TPDS as prescribed in chapter 1, Section 4, Site Security Program, of the TPDS Users Manual.

d. Designate an employee who will perform the functions related to updating TPDS transactions to DAFIS as prescribed in chapter 3, section 4, of this order.

e. Provide the Accounting Systems Division, AAA-400, with the name and telephone number of the TPD coordinator.

f. Designate an employee who will perform the functions related to the Automated Reconciliation process, which matches issued and cleared drafts, as prescribed in the chapter 3, section 6, of this order and Chapter 4, Automated Reconciliation Process, of the TPDS Users Manual.

g. Designate an employee who will post audit of all drafts issued and supporting accounting payment documents as prescribed in chapter 3, section 4, of this order and Chapter 5, Post Audit Process, of the TPDS Users Manual.

h. Establish a site transmission schedule.

i. Send all requests for routine changes or enhancements to TPDS to the Accounting Systems Division, AAA-400.

21. ACCOUNTING OPERATIONS DIVISION, WASHINGTON HEADQUARTERS. The Accounting Operations Division, AAA-200, designated the central paying office for third party drafts, is responsible for ensuring that the daily amount of all FAA cleared drafts reported by the TPD contractor is recorded in DAFIS for all servicing accounting offices and a manual, electronic fund transfer, SF1166, Voucher and Schedule of Payments, is forwarded to the U.S. Treasury Regional Finance Center, Philadelphia, PA, via FEDWIRE each workday.

22. SERVICING INFORMATION RESOURCE MANAGEMENT (IRM) ORGANIZATIONS OR COMPUTER SUPPORT PERSONNEL, who are responsible for the following functions as they relate to the TPDS, shall:

a. Provide assistance to the Western-Pacific Region's Information Management Resource Branch, AWP-43, during the remote installation process of the TPDS at the servicing accounting office or field site.

b. Determine if a designated field site meets the software and hardware requirements for TPDS installation as described in appendix 11.

c. Contact the Information Resources Branch, AWP-43, hotline desk for any system problems that cannot be resolved.

d. Not make any modifications to the TPDS source program. Only the Information Resources Branch, AWP-43, will make modifications with the approval of the Accounting Systems Division, AAA-400.

e. Submit TPDS system change requests to the Accounting Systems Division, AAA-400, for review and approval.

f. Designate a database administrator who will be responsible for minor maintenance functions, e.g., backup tapes.

23. WESTERN-PACIFIC REGIONAL ACCOUNTING OFFICE. The Western-Pacific regional accounting office is responsible for coordinating the development and implementation of the Third Party Draft System with the Information Resource Management Branch, AWP-43, and the Accounting Systems Division, AAA-400. The Western-Pacific regional accounting office shall:

a. Ensure that all applicable user and accounting documentation manuals are developed, updated, and distributed to the applicable offices on a timely basis.

b. Provide technical guidance, training, and assistance on TPDS to servicing accounting and field offices, and region, center, or headquarters information resource management offices or computer support personnel, during implementation and as needed after implementation.

c. Coordinate and schedule any requests for routine changes or enhancements to the TPDS with the Western-Pacific Information Resources Management Branch, AWP-43. Requests must be reviewed and approved by the Accounting Systems Division, AAA-400.

24. WESTERN-PACIFIC INFORMATION RESOURCES MANAGEMENT (IRM) BRANCH, AWP-43, who is responsible for the computer programming, operational and maintenance support, documentation, and implementation of the TPDS, shall:

a. Ensure that all applicable system and program documentation manuals are developed, updated, and maintained.

b. Install TPDS remotely at servicing accounting offices based on TPDS implementation schedule and at field sites as necessary.

c. Provide technical assistance and guidance on TPDS installation and maintenance to servicing accounting and field offices, and region, center, or headquarters IRM offices during implementation and as needed after implementation.

d. Perform any modifications based on TPDS system change requests that have been reviewed and approved by the Accounting Systems Division, AAA-400 and coordinated with Accounting Operations Branch, AWP-22.

25. ACCOUNTING SYSTEMS DIVISION, AAA-400, is the Office of Primary Responsibility (OPR), who is responsible for national oversight for the design, development, documentation, and implementation of the Third Party Draft System. The Accounting Systems Division shall:

a. Identify functional accounting requirements of the system, including those of all servicing accounting offices.

b. Coordinate TPDS implementation with Western-Pacific regional accounting and IRM offices.

c. Develop and update the FAA Order 2700.35, Third Party Draft System (TPDS) Accounting Procedures.

d. Review and approve all system requests for enhancements and modifications to the TPDS.

e. Provide technical guidance, training, and assistance on the TPDS to servicing accounting and field offices in conjunction with the Western-Pacific regional accounting office.

f. Ensure that TPDS is considered and addressed in light of other national systems that are or have been implemented, e.g., Travel Manager (TM), Travel Accountability System (TAS), and the Permanent Change of Station (PCS) System.

g. Provide the TPD Contractor with the name and telephone number of each TPD Coordinator.

26.-29. RESERVED

Section 2. FIELD OFFICES

30. REQUESTING OFFICIAL, who is the manager or supervisor of the facility and has a need for third party drafts, shall:

a. Designate a site administrator and/or TPD officials.

b. Prepare Request to Establish Site and/or TPD official and send to the servicing accounting office.

31. SITE ADMINISTRATOR, who has been designated by the manager or supervisor of the facility, shall:

a. Establish, change, or issue logon ID's to TPD officials as prescribed in Chapter 1, Issuance and Recordkeeping, Section 4, Site Security Program, of the TPDS Users Manual.

b. Maintain inventory lists of draft status submitted by the TPD officials.

c. Document and approve any transfer of drafts from one TPD official to another.

d. Notify the TPD Coordinator of transactions entered incorrectly in the TPDS and any drafts which were voided.

32. TPD PRINCIPAL OFFICIAL CASHIER, who is a imprest fund cashier and has been designated to issue third party drafts at the site, shall perform the following functions in addition to those of a TPD official:

a. Transmit draft data, issued and entered in TPDS, to their servicing accounting office as prescribed in Chapter 1, Issuance and Recordkeeping, Section 9, Transmitting Drafts to Servicing Accounting Office, of the TPDS Users Manual.

b. Prepare and send the TPD folders to the designated employee responsible for the post audit process at their servicing accounting office.

33. TPD OFFICIALS, who have been authorized to issue third party drafts, are responsible for the safekeeping, issuance, and recordkeeping of all drafts distributed to them. Each day the TPD official shall:

a. Maintain an inventory list of third party drafts that will be used to track and account for drafts order, received, transferred, and lost, stolen, or voided.

b. Establish and maintain passwords in the TPDS as prescribed in Chapter 1, Issuance and Recordkeeping, Section 4, Site Security Program, of the TPDS Users Manual.

c. Enter issued third party drafts, whether automated or manually generated, into TPDS and ensure that all applicable accounting information is entered in TPDS.

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d. Insert copies of the drafts and their applicable payment documents into the TPD folders and make them available to the TPD principal official cashier.

e. Ensure that all drafts are safeguarded and secured as prescribed in FAA order 2770.4A, Imprest Fund.

34.-39. RESERVED

CHAPTER 3. ACCOUNTING PROCEDURES

40. PURPOSE. This chapter prescribes the accounting procedures for TPDS and contains five sections: (1) Central Payment Process; (2) Draft Issuance and Recordkeeping - Field Offices and Servicing Accounting Office TPD officials; (3) Draft Issuance and Recordkeeping - Servicing Accounting Office TPD officials - Travel Vouchers Only; (4) DAFIS On-Line Interface Update and Correction; (5) Post Audit Process; and (6) Reconciliation Procedures.

Section 1. CENTRAL PAYMENT PROCESS

41. GENERAL. This section contains detailed instructions that must be performed each day to generate and record one central payment to the TPD contractor. The central payment covers all third party drafts that have been cleared by the contractor's bank for every draft issued by a servicing accounting office or serviced region's designated TPD official. The cleared drafts are matched against the issued drafts by each servicing accounting office or serviced region through the TPDS automated reconciliation program. This program provides the internal control and assurance that the cleared drafts paid by FAA to the TPD contractor have been issued and support the central payment.

a. Access the TPD contractor's database or obtain the list of third party drafts cleared as instructed in the TPD Contractor's Access Procedures-Central Payment Process, appendix 10.

b. Prepare supporting documentation for DAFIS batch processing, as follows for each TPD contractor cost center total as listed on the TPD contractor's report of cleared drafts. The report lists each servicing accounting office and serviced region by the first two digits, level 1, of the cost center numbers as contained in appendix 9.

(1) Obtain DAFIS batch cover sheets and DAFIS Format 03 and Format 06 Worksheet forms from the TPD Coordinator.

(2) Fill-in a DAFIS batch cover sheet for the DAFIS Format 03 transaction, consolidated payment to the TPD contractor as instructed in appendix 5, figure 1 and 2. Enter data only in the fields listed, all other fields will remain blank or be preprinted on the forms.

(3) Fill-in the DAFIS Format 03 worksheet form as instructed in appendix 6, figure 1 and 2. Enter data only in the fields listed, all other fields will remain blank or be preprinted on the forms.

(4) Fill-in a DAFIS batch cover sheet for each region and center whose cost center's portion of the consolidated payment is listed on the TPD contractor's report of cleared drafts, for DAFIS interoffice transfer voucher (IOTV) Format 06 transactions, as instructed in appendix 7, figure 1 and 2. Enter data only in the fields listed, all other fields will remain blank or be preprinted on the forms.

(5) Fill-in a DAFIS Format 06-IOTV worksheet form for each servicing accounting office whose cost center's portion of the consolidated payment that is listed on the TPD contractor's report of cleared drafts, as instructed in appendix 8, figure 1 and 2. Enter data only in the fields listed, all other fields will remain blank or be preprinted on the forms.

c. Enter transactions in DAFIS the same day that the TPD contractor's database is accessed using the batch cover sheets and worksheets described in appendix 9 to assist in completing the forms and worksheets.

d. Submit the payment information necessary to create the FEDWIRE, electronic SF1166, Voucher and Schedule of Payments, to U.S. Treasury Financial Center, Philadelphia, PA.

e. File supporting documentation and batch control sheets. Attach TPD contractor's reports, batch cover sheets, and worksheets to the batch control file printouts and file by date.

42.-45. RESERVED

Section 2. DRAFT ISSUANCE AND RECORDKEEPING - FIELD AND SERVICING ACCOUNTING OFFICES - THIRD PARTY DRAFT OFFICIALS

46. PROCEDURES - TPD OFFICIALS. This section of the manual contains the accounting procedures that TPD officials at field and servicing accounting offices must follow when issuing and recording third party drafts in the TPDS for invoices, e.g., miscellaneous purchases, SF-1164, Reimbursement Claim for Expenditures While on Official Business, or SF1038, Advance of Funds Application and Account. *TPD officials in the field office cannot process travel vouchers.* Each day the TPD official shall:

a. Ensure that third party drafts are issued for not more than \$ 2,500.

b. Issue drafts in accordance with the guidelines and policy on third party drafts issued for travel advances, SF1164s, and miscellaneous purchases as described in FAA Order 2770.4A, Imprest Fund Manual, and travel advance policy as described in FAA Order 1500.14A, Travel Manual.

c. Obtain normal approvals, signatures and title of approving official with complete accounting classification code for all payment documents.

d. Enter third party draft information, i.e., payee name, and applicable accounting data from supporting payment documents, into TPDS as prescribed in Chapter 1, Issuance and Recordkeeping, Section 5.1 - Travel Advances, 5.3 - Invoices, or 5.4 - SF1164s, of the TPDS Users Manual.

e. Print the three-part draft as prescribed in Chapter 1, Issuance and Recordkeeping, Section 5.1 - Travel Advances, 5.3 - Invoices, or 5.4 - SF1164s, of the TPDS Users Manual.

f. Void drafts as prescribed in Chapter 1, Issuance and Recordkeeping, Section 7, Voiding Drafts, of the TPDS Users Manual.

g. Report these voided drafts to the TPD Coordinator.

47. PROCEDURES - TPD PRINCIPAL OFFICIAL CASHIER/TPD OFFICIAL. This section of the manual contains accounting procedures for processing the yellow copies of the drafts and their related documents and are only performed by the TPD principal official cashier. Each day the TPD principal official cashier shall:

a. Separate the payment documents received from the TPD officials in their organization into travel related documents; i.e., SF1038s, travel advances, SF1164s for local travel, and non-travel related documents; i.e., invoices for small purchases.

b. Prepare the TPD Invoice and Travel Folders as prescribed in Chapter 1, Issuance and Recordkeeping, Section 10, Preparing TPD Folders, of the TPDS Users Manual.

c. Send the TPD Folder(s) to their servicing accounting office via registered or overnight mail or simply hand carry.

d. Transmit TPD data, entered in TPDS, to their servicing accounting office as prescribed in Chapter 1, Issuance and Recordkeeping, Section 9, Transmitting Drafts to Servicing Accounting Office, of the TPDS Users Manual.

e. Report any lost, stolen, or expired drafts to the TPD Coordinator at their respective region or center accounting office as prescribed in Chapter 1, Issuance and Recordkeeping, Section 7, Voiding Drafts, of the TPDS Users Manual.

48.-49. RESERVED

Section 3. DRAFT ISSUANCE AND RECORDKEEPING - SERVICING
ACCOUNTING OFFICES - TPD OFFICIALS - TRAVEL VOUCHERS ONLY

50. Procedures. This section of the manual contains the accounting procedures that the TPD officials must follow when issuing and recording third party drafts in the TPDS for SF1012, Travel Vouchers. Each day the TPD official shall:

a. Ensure that third party drafts are issued for not more than \$ 2,500.

b. Issue drafts in accordance with the guidelines and policy on third party drafts issued for travel advances, travel vouchers, and miscellaneous purchases as described in FAA Order 2770.4A, Imprest Fund Manual, and travel advance policy as described in FAA Order 1500.14A, Travel Manual.

c. Obtain normal approvals, signatures and title of approving official with complete accounting classification code for all payment documents.

d. Enter TPD information, i.e., payee name, and applicable accounting data from supporting payment documents, into TPDS as described in TPDS Users Manual, Chapter 1, Issuance and Recordkeeping, 5.2 - Travel Vouchers, of the TPDS Users Manual.

e. Print and distribute the three-part draft as described in TPDS Users Manual, Chapter 1, Issuance and Recordkeeping, 5.2 - Travel Vouchers, of the TPDS Users Manual.

f. Prepare the TPD Travel Voucher Folder(s) for the travel vouchers as prescribed in Chapter 1, Issuance and Recordkeeping, Section 10, Preparing TPD folders, of the TPDS Users Manual.

g. Send TPD Travel Voucher Folder(s) to the employee designated to perform the TPDS post audit process at their servicing accounting office.

h. Transmit TPD data, entered in TPDS, to the servicing accounting office, as prescribed in Chapter 1, Issuance and Recordkeeping, Section 9, Transmitting Drafts to the Servicing Accounting Office, of the TPDS Users Manual.

i. Void drafts as prescribed in Chapter 1, Issuance and Recordkeeping, Section 7, Voiding Drafts, of the TPDS Users Manual.

j. Report any lost, stolen, or expired drafts to the TPD Coordinator at their servicing accounting office as prescribed in Chapter 1, Issuance and Recordkeeping, Section 7, Voiding Drafts, of the TPDS Users Manual.

51.-54. RESERVED

Section 4. DAFIS ON-LINE INTERFACE UPDATE AND CORRECTION

55. Procedures. This section contains the accounting procedures that supplement the designated employee at the servicing accounting office who updates and corrects TPDS accounting transactions entered into DAFIS through the on-line process. The designated employee shall:

a. Perform the following functions related to the retrieval and update of TPDS data entered at each site and transmitted to the servicing accounting office as prescribed in Chapter 3, DAFIS On-Line Interface, of the TPDS Users Manual.

(1) Execute the Download Site Information program, which retrieves the TPDS data entered at each site from the cc:mailbox.

(2) Perform post downloading procedures that corrects the TPDS data in the files received from each site, before the Data Generation Program is executed. The TPD Coordinator will provide the list of draft data to be corrected.

(3) Print the TPDS List of Drafts over 60 Days and the TPDS List of IOTV Drafts; give one copy to the designated employee who corrects the TPDS ORACLE database and the TPD Coordinator.

(4) Execute the Data Generation Program, which generates the required data fields for DAFIS format 03 transactions from the data retrieved from each site.

(5) Execute the ORACLE Table Load Program for site information, which updates the format 03 transactions to the ORACLE database Master, Detail, and Travel Advance/Applied tables.

b. Perform the following functions related to the correction and update of TPDS ORACLE database transactions, as prescribed in Chapter 3, DAFIS On-Line Interface, of the TPDS Users Manual.

(1) Modify and correct transactions entered in TPDS for voided and IOTV drafts before the data is updated in DAFIS through the TPDS ORACLE Program.

(2) Research accounting errors that resulted from the most recent TPDS update to DAFIS and are listed on the TPDS Error Report Listing for Automated DAFIS Interface; enter the corrected data elements for each draft in the TPDS ORACLE database before the transactions are updated to DAFIS again.

(3) Execute a series of programs as prescribed in Chapter 3, DAFIS On-Line Interface, of the TPDS Users Manual.

(4) Print the series of TPD reports as prescribed in Chapter 3, DAFIS On-Line Interface, of the TPDS Users Manual.

56.-59. RESERVED

Section 5. POST AUDIT PROCESS

60. Procedures. This section of the manual describes the post audit function performed by the designated employee at the servicing accounting office, who will be responsible for the audit of issued third party drafts. The designated employee shall:

a. Receive TPD Folders from the field and servicing accounting offices' TPD officials.

b. Perform statistical sampling techniques as prescribed by the General Accounting Office, based on the number of documents in each TPD Folder.

c. Audit all documents by matching the accounting and draft information of the sample documents in the TPD folder with the same information entered in the TPDS ORACLE database record as prescribed in Chapter 5, Post Audit Process, of the TPDS Users Manual.

d. Correct any discrepancies between the document in the TPD folder with the information in TPDS, and make the adjustment in the TPDS ORACLE database record and in DAFIS, through the Format 03 and batch processing method, as prescribed in Chapter 5, Post Audit Process, of the TPDS Users Manual.

61.-64. RESERVED

Section 6. RECONCILIATION PROCEDURES

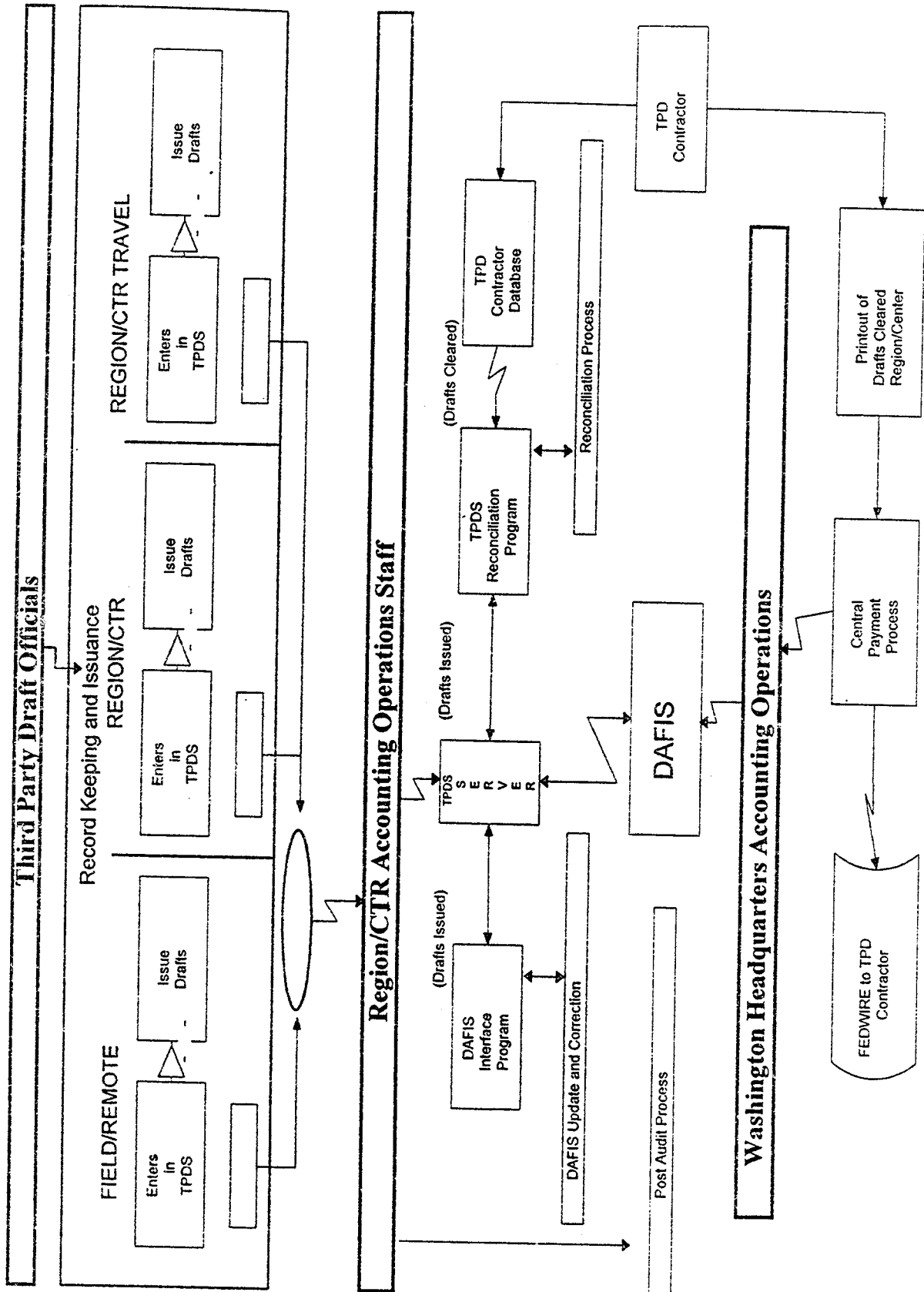
65. Procedures. This section of the manual describes the functions related to the automated reconciliation process in TPDS. The accounting procedures for this function are performed by the designated employee at the servicing accounting office responsible for the reconciliation process. The Treasury Financial Manual (TFM), volume 1, part 4, chapter 3000, section 3040, paragraph 3040.70, Third-Party Drafts, requires an agency to reimburse the TPD contractor for cleared payment instruments based on the payment issued data. The designated employee shall:

a. Perform the functions related to the downloading of drafts cleared by the TPD contractor and uploading that data to the ORACLE database as prescribed in Chapter 4, Automated Reconciliation Process, of the TPDS Users Manual.

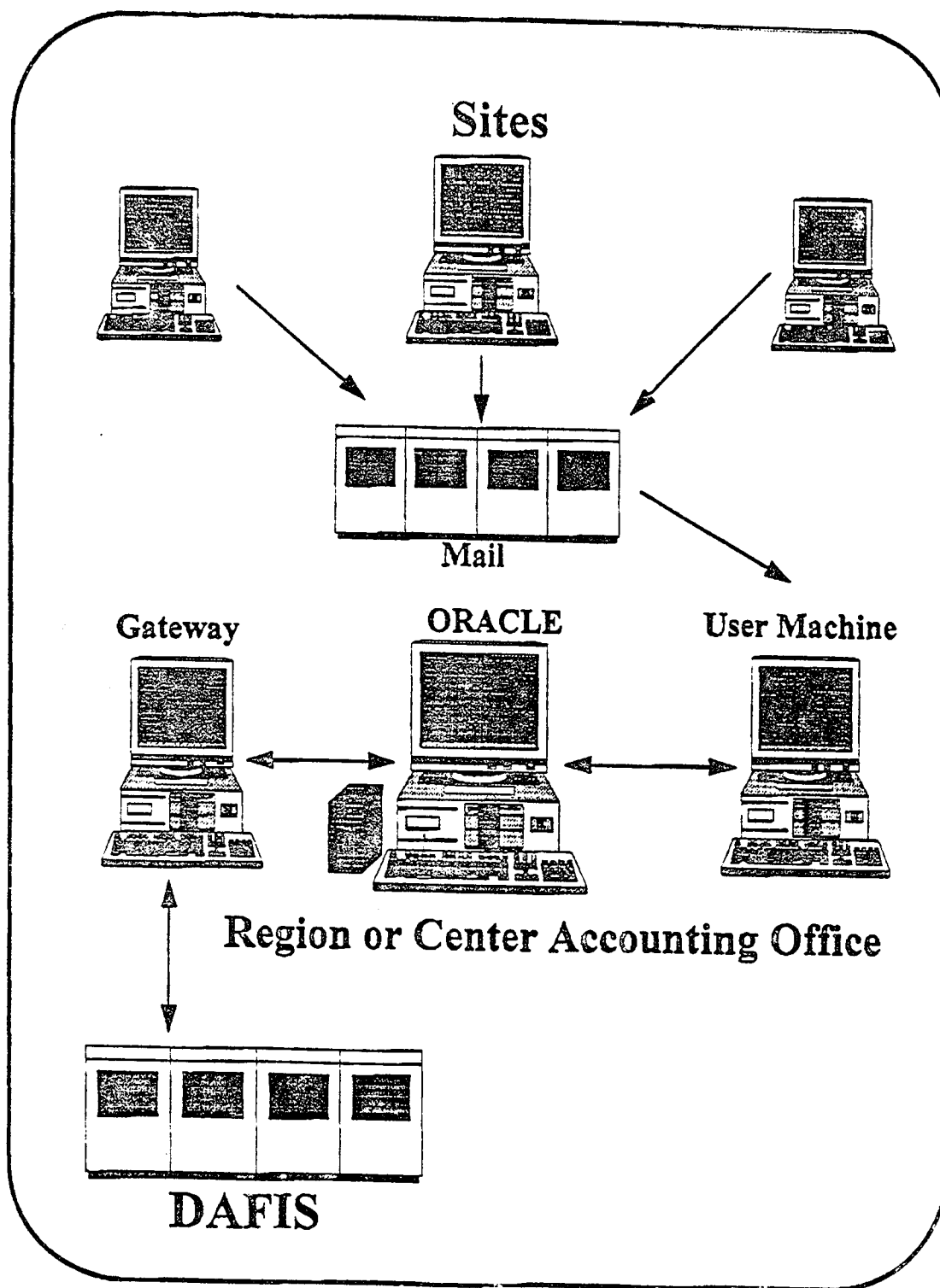
b. Print the reconciliation reports as prescribed in Chapter 4, Automated Reconciliation Process, of the TPDS Users Manual.

66.-69. RESERVED

Appendix 1. Third Party Draft System
(TPDS) Overview - Functions



Appendix 2. Third Party Draft System Configuration



APPENDIX 3 - LIST OF FORMS FOR THIRD PARTY DRAFT SYSTEM

Third party draft. A check like instrument, i.e., a draft, drawn on the TPD contractor's bank and issued by the TPD Official. This form comes with original and two copies and in continuous feed format.

Representative Maintenance Form. TPD contractor form used by the TPD Coordinator to place new orders of drafts, change TPD Official, i.e., representative, name, organization, social security number, i.e., representative ID, replace destroyed authorization, or terminate or cancel TPD Officials.

Payment Instrument Void Maintenance Form. TPD contractor form used by the TPD Coordinator to report lost or stolen drafts, i.e., voided drafts.

Reorder Form. TPD contractor form used by the TPD Official to order additional books of drafts.

Request for Establishing Site Administrator/TPD Official. Form used by the manager or supervisor of a field office to request that a site administrator and/or TPD Officials be established in TPDS authorizing them to issue TPD drafts.

DAFIS Batch Cover Sheet. Preprinted form used to enter batch control information for processing the central payment of the TPD contractor in DAFIS.

DAFIS Format 03 Worksheet. Preprinted form used to enter the format 03 transactions in DAFIS for the consolidated central payment for drafts cleared by the TPD contractor.

DAFIS Format 06 Worksheet. Preprinted form used to enter format 06 transactions in DAFIS for each region and center's portion of the central payment to the TPD contractor.

APPENDIX 4 - LIST OF REPORTS - TPDS**TPD Contractor Reports**

Combined Master List lists books of drafts issued and status of drafts, social security number, active status, TPD contractor authorization number and data issued for each TPD Official by cost center, i.e., TPDS site, and region.

Payment Book Master List lists the first draft of each book issued, social security number, TPD Official's name, i.e., representative name, status and status date, of each TPD Official by cost center, i.e., TPDS site.

Payment History Report lists each draft number, date cleared, draft amount, action taken on draft, and total amount and number of drafts cleared by day for each TPD Official by cost center, i.e., TPDS site.

TPDS Standard Reports

TPDS Draft Reconciliation Report - Date > 60 Days. This report lists all drafts that have not been cleared by the TPD Contractor for at least 60 days. The report lists the draft number, "Pay To" name, date of the draft, authorization number, and amount of each draft.

TPDS List of IOTV Drafts. This report lists all drafts for regions/centers other than the region/center that entered the drafts in TPDS for each site. The report lists the region/center code, the document number, accounting classification code, draft number, and amount.

TPDS Error Report Listing for Automated DAFIS Interface. This report lists the draft number, date, authorization number, amount, and error code and message for each draft that was rejected by DAFIS during the DAFIS Interface update process.

TPDS Error Listing - Master Table. This report lists data elements contained in the Master Table record that relates to each draft listed on the Error Report Listing for Automated DAFIS Interface. The report is used to identify and correct the DAFIS errors on the Error Report Listing for Automated DAFIS Interface. The report contains the data elements: draft number, last name of employee, net amount, symbol of site, end date of travel, transaction type, travel type, status code.

TPDS Error Listing - Detail Table. This report lists data elements contained in the Detail Table record that relates to each draft listed on the Error Report Listing for Automated DAFIS Interface. The report is used to identify and correct the DAFIS errors on the Error Report Listing for Automated DAFIS Interface. The report contains the data elements: draft number, amount, accounting classification code, system data field, and document number.

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Appendix 5

APPENDIX 5. FORM AND INSTRUCTIONS

**FIGURE 1. TPDS CENTRAL PAYMENT PROCESS - BATCH SHEET FORM
FOR DAFIS FORMAT 03 - CONSOLIDATED PAYMENT TRANSACTION**

DAFIS BATCH COVER SHEET

AGENCY CODE : 1
REGION/DISTRICT : W
BATCH ID : _ _ _ _ _ W T P D
FORMAT CODE : 03
LINE COUNT : _1
BATCH AMOUNT : _ _ _ _ _
BATCH TOTAL HOURS : _ _ _ _ _
IMPREST FUND CASHIER : _ _ _ _ _
SCHEDULE/CD : U W _ _ _ P
IOTV NUMBER : _ _ _ _ _

WORK DONE BY _____ DATE _____

APPENDIX 5. FORM AND INSTRUCTIONS

FIGURE 2. TPDS CENTRAL PAYMENT PROCESS - BATCH SHEET INSTRUCTIONS
FOR DAFIS FORMAT 03 - CONSOLIDATED PAYMENT TRANSACTION

- | | |
|-------------------------|---|
| 1. AGENCY CODE | - "1" will be preprinted on the form. |
| 2. REGION/DISTRICT | - "W" will be preprinted on the form. |
| 3. BATCH ID | - enter calendar year as first and second characters.
- enter julian date as the third through fifth characters.
- "WTPD" will be preprinted on the form as the sixth through ninth characters. |
| 4. FORMAT CODE | - "03" will be preprinted on the form. |
| 5. LINE COUNT | - "1" will be preprinted on the form. |
| 6. BATCH AMOUNT | - enter the total amount of FAA drafts cleared for all region/center as listed on the TPD report by cost center number. |
| 7. BATCH TOTAL HOURS | - leave blank. |
| 8. IMPREST FUND CASHIER | - leave blank. |
| 9. SCHEDULE/CD | - "UW" will be preprinted on the form as the first and second characters.
- enter the last digit of the fiscal year as the third character.
- enter the julian date as the fourth through sixth characters.
- "P" will be preprinted on the form as the seventh character. |
| 10. IOTV NUMBER | - leave blank. |
| 11. WORK DONE BY | - enter name of preparer. |
| 12. DATE | - enter date prepared and input to DAFIS. |

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Appendix 6

APPENDIX 6. FORM AND INSTRUCTIONS

**FIGURE 1. TPDS CENTRAL PAYMENT PROCESS - WORKSHEET FORM
FOR DAFIS FORMAT 03 - CONSOLIDATED PAYMENT TRANSACTION**

		ENTER DATA		BATCH NO:	
		FORMAT 3 FUND USAGE			
SCHEDULE/CD	:	U			
AGENCY CODE	:	1			
REGION DISTRICT	:	W			
DOCUMENT-ID	:	3 0 _ _ U W _ _ _ _ T P D 0 0 0 _ _ _			
TRANSACTION CODE	:	1 2 6 _ _ _			
AMOUNT	:				
EFFECTIVE DATE	:				
APPROP CODE	:	V 6 J _ _	LIM: _ _ _	ALLOT: _ _ _ _	IND:
COST CENTER	:				
PROGRAM ELEMENT	:				
OBJECT CLASS	:				
PUBLIC/GOVT	:	P			
SYSTEM DATA	:				
INV/CUST ACCT NO	:	G E L C O - C O N S O L I D A T E D			
VENDOR-TYPE-SSN	:	3 G E L C 5 5 4 8 5 END DATE OF TRAVEL			
		WAREHOUSE DATE			
DOCUMENT-REF-NUM	:				
COMPUTATION DATE	:				
TERMS	:	%: _ _ _ _ _ DAYS: _ _ NET: _ _ LAST ADDRESS UPDATE			
EXCL-DISC-AMT	:	_ _ _ _ _ NAME:			
REASON CODE	:	_		ADDR-1:	
ECC/STAT-DATA	:	_ _ _ _ _		ADDR-2:	
ECC/STAT-DATA	:	_ _ _ _ _		ADDR-3:	
FACILITY TYPE/LOC	:	_ _ _ _ _		ADDR-4:	

APPENDIX 6. FORM AND INSTRUCTIONSFIGURE 2. TPDS CENTRAL PAYMENT PROCESS - WORKSHEET INSTRUCTIONS
FOR DAFIS FORMAT 03 - CONSOLIDATED PAYMENT TRANSACTION

1. SCHEDULE/CD - "U" will be preprinted on the form.
2. AGENCY CODE - "1" will be preprinted on the form.
3. REGION DISTRICT - Enter region fund code that correspond to the TPD contractor cost center listed in appendix 9.
4. DOCUMENT-ID
(DOCUMENT TYPE) - "30" will be preprinted on the form as the first and second characters.
(FISCAL YEAR) - enter the fiscal year as the third and fourth characters.
(DOCUMENT NUMBER) - "UW" will be preprinted on the form as the fifth and sixth characters.
- enter the last digit of the fiscal year as the seventh character.
- enter the julian date as the eighth through tenth characters.
- "TPD" will be preprinted on the form as the eleventh through thirteenth characters.
(SUFFIX) - "000" will be preprinted on the form as the fourteenth through sixteenth characters.
5. TRANSACTION CODE - "126" will be preprinted on the form.
6. AMOUNT - enter the total draft amount for all the TPD contractor costs centers listed on the he TPD report.
7. EFFECTIVE DATE - enter the current date in mm/dd/yy format.
8. APPROP CODE - "V6J" will be preprinted on the form.
9. LIM - leave blank.
10. ALLOT - leave blank.
11. IND - leave blank.
12. COST CENTER - leave blank.
13. PROGRAM ELEMENT - leave blank.
14. OBJECT CLASS - leave blank.
15. PUBLIC/GOVT - "P" will be preprinted on the form.

APPENDIX 6. FORM AND INSTRUCTIONSFIGURE 2. TPDS CENTRAL PAYMENT PROCESS - WORKSHEET INSTRUCTIONS
FOR DAFIS FORMAT 03 - CONSOLIDATED PAYMENT TRANSACTION

- | | |
|-------------------------|--|
| 16. SYSTEM DATA | - leave blank. |
| 17. INV/CUST ACCT NO | - "GELCO-CONSOLIDATED" will be preprinted on the form. |
| 18. VENDOR-TYPE-SSN | - "3GELC55485" will be preprinted on the form. |
| 19. END DATE OF TRAVEL | - leave blank. |
| 20. WAREHOUSE DATE | - leave blank. |
| 21. DOCUMENT-REF-NUM | - leave blank. |
| 22. COMPUTATION DATE | - leave blank. |
| 23. TERMS | - leave blank. |
| 24. % | - leave blank. |
| 25. DAYS | - leave blank. |
| 26. NET | - leave blank. |
| 27. LAST ADDRESS UPDATE | - leave blank. |
| 28. EXCL-DISC-AMT | - leave blank. |
| 29. NAME | - leave blank. |
| 30. REASON CODE | - leave blank. |
| 31. ADDR-1 | - display field; used for inquiry. |
| 32. ECC/STAT-DATA | - leave blank. |
| 33. ADDR-2 | - display field; used for inquiry. |
| 34. ECC/STAT-DATA | - leave blank. |
| 35. ADDR-3 | - display field; used for inquiry. |
| 36. FACILITY TYPE/LOC | - leave blank. |
| 37. ADDR-4 | - display field; used for inquiry. |

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Appendix 7

APPENDIX 7. FORM AND INSTRUCTIONS

FIGURE 1. TPDS CENTRAL PAYMENT PROCESS - BATCH SHEET FORM
FOR INTEROFFICE TRANSFER VOUCHER (IOTV) TRANSACTIONS

DAFIS BATCH COVER SHEET

AGENCY CODE : 1
REGION/DISTRICT : W
BATCH ID : _ _ _ _ _ G E L
FORMAT CODE : 06
LINE COUNT : _ _ _ _
BATCH AMOUNT : _ _ _ _ _
BATCH TOTAL HOURS : _ _ _ _ _
IMPREST FUND CASHIER : _ _ _ _ _
SCHEDULE/CD : _ _ _ _ _
IOTV NUMBER : W _ _ _ _

WORK DONE BY _____ DATE _____

APPENDIX 7. FORM AND INSTRUCTIONS

FIGURE 2. TPDS CENTRAL PAYMENT PROCESS - BATCH SHEET INSTRUCTIONS
FOR INTEROFFICE TRANSFER VOUCHER (IOTV) TRANSACTIONS

- | | |
|-------------------------|--|
| 1. AGENCY CODE | - "1" will be preprinted on the form. |
| 2. REGION/DISTRICT | - "W" will be preprinted on the form. |
| 3. BATCH ID | - enter calendar year as first and second character
- enter julian date as the third through fifth characters
- enter the single character region/center code as the sixth character, that corresponds to the region/center or servicing region's TPD contractor cost center amount being paid.
- "GEL" will be preprinted on the form as the seventh through ninth characters. |
| 4. FORMAT CODE | - "06" will be preprinted on the form. |
| 5. LINE COUNT | - enter "2" for those regions/centers that service another region; "1" for those regions/centers that do not. |
| 6. BATCH AMOUNT | - enter the total amount of drafts cleared for that region/center as listed on the TPD report by cost center number. |
| 7. BATCH TOTAL HOURS | - leave blank. |
| 8. IMPREST FUND CASHIER | - leave blank. |
| 9. SCHEDULE/CD | - leave blank. |
| 10. IOTV NUMBER | - "W" will preprinted on the form as the first character.
- enter the last digit of the fiscal year as the second character.
- enter the julian date plus 600, e.g., 260 +600 = 860, as the third through fifth characters.
- enter the region/center as listed on the TPD report by cost center number as the sixth character. |
| 11. WORK DONE BY | - enter name of preparer. |
| 12. DATE | - enter date prepared and input to DAFIS. |

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Appendix 8

FIGURE 1. TPDS CENTRAL PAYMENT PROCESS - WORKSHEET FORM FOR INTEROFFICE TRANSFER VOUCHER (IOTV) TRANSACTIONS

* Extracted and displayed from batch header data entered.

APPENDIX 8. FORM AND INSTRUCTIONS

FIGURE 1. TPDS CENTRAL PAYMENT PROCESS -
WORKSHEET INSTRUCTIONS
FOR INTEROFFICE TRANSFER VOUCHER (IOTV) TRANSACTIONS

FORMAT 6 IOTV

- | | |
|----------------------------------|--|
| 1. SCHEDULE/CD | - displayed field. |
| 2. BATCH NO | - displayed field. |
| 3. IOTV NUMBER | - displayed field. |
| 4. AGENCY CODE | - "1" will be preprinted on the form. |
| 5. TRANSFER DATA REGION/DISTRICT | - displayed field. Region transaction transferred to. |
| 6. REGION/DISTRICT | - displayed field. Region transaction transferred from. |
| 7. DOCUMENT-ID | - "30" will be preprinted on the form as the first and second characters. |
| (DOCUMENT TYPE) | - enter the fiscal year as the third and fourth characters. |
| (FISCAL YEAR) | - enter the actual day of activity of the GELCO transactions in the mm/dd/yy format, as the fourth through ninth characters. |
| (DOCUMENT NUMBER) | - leave the tenth through thirteenth characters blank. |
| (SUFFIX) | - "00" will be preprinted on the form as the fourteenth through fifteenth characters. |
| | - enter the region/center code that corresponds to the draft cleared amount for the cost center on the TPD contractor report as the sixteenth character. |
| 8. TRANSACTION CODE | - "382" will be preprinted on the form. |
| 9. AMOUNT | - enter the total draft amount for that TPD cost center listed on the TPD contractor report for region code entered. |
| 10. EFFECTIVE-DATE | - enter the current date in mm/dd/yy format. |
| 11. APPROP CODE | - "V6J" will be preprinted on the form. |
| 12. LIMITATION | - leave blank. |
| 13. ALLOT/IND | - leave blank. |
| 14. COST CENTER | - leave blank. |

APPENDIX 8. FORM AND INSTRUCTIONS

FIGURE 1. TPDS CENTRAL PAYMENT PROCESS - WORKSHEET FORM
FOR INTEROFFICE TRANSFER VOUCHER (IOTV) TRANSACTIONS

FORMAT 6 IOTV

- | | |
|-------------------------|--|
| 15. PROGRAM ELEMENT | - leave blank. |
| 16. OBJECT CLASS | - leave blank. |
| 17. PUBLIC/GOVT | - "P" will be preprinted on the form. |
| 18. INV/CUST ACCT NO | - enter the FORMAT 03 "U" schedule number. |
| 19. SYSTEM DATA | - leave blank. |
| 20. VENDOR-TYPE-SSN | - "3GELC55485" will be preprinted on the form. |
| 21. DOCUMENT REF NUM | - leave blank. |
| 22. CONV CODE/STAT-DATA | - leave blank. |
| 23. CONV CODE/STAT-DATA | - leave blank. |
| 24. FACILITY TYPE | - leave blank. |
| 25. FACILITY LOCATION | - leave blank. |
| 26. END DATE OF TRAVEL | - leave blank. |

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Appendix 9

**APPENDIX 9. TPD CONTRACTOR ASSIGNED COST CENTER-
ORGANIZATION CODE FOR EACH REGION/CENTER**

<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>REGION/CENTER</u>
<u>05</u>	<u>0000</u>	<u>Alaska Region</u>
<u>03</u>	<u>0000</u>	<u>Central Region</u>
<u>0C</u>	<u>0000</u>	<u>Great Lakes Region - serviced region</u>
<u>01</u>	<u>0000</u>	<u>Eastern Region</u>
<u>0E</u>	<u>0000</u>	<u>New England Region - serviced region</u>
<u>0T</u>	<u>0000</u>	<u>Technical Center</u>
<u>0A</u>	<u>0000</u>	<u>Aeronautical Center</u>
<u>07</u>	<u>0000</u>	<u>Southern Region</u>
<u>02</u>	<u>0000</u>	<u>Southwest Region</u>
<u>04</u>	<u>0000</u>	<u>Western-Pacific Region</u>
<u>0S</u>	<u>0000</u>	<u>Northwest Mountain Region - serviced region</u>
<u>0W</u>	<u>0000</u>	<u>Washington Headquarters</u>

APPENDIX 10. TPD CONTRACTOR'S ACCESS PROCEDURES
CENTRAL PAYMENT PROCESS

This appendix contains detailed instructions for accessing the third party draft (TPD) contractor, GELCO's database and print the daily listing of drafts cleared.

1. Definitions.

a. User ID is an eight character word assigned by the TPD contractor that identifies a specific cost center, i.e., the region/center, of the client, as listed in appendix 9. (XXXXXXXX)

b. User ID password is a five character name assigned by the TPD contractor that allows a cost center to have access to its client's i.e., FAA's, portion of GELCO's database of drafts processed and cleared. It defines the type of access of the user. (XXXXX)

c. Client Number is a five-digit account number assigned by the TPD contractor that identifies FAA as its customer. (99999)

d. Cost Center Number is a six digit number assigned by the TPD contractor that is used to identify third party drafts issued or cleared by a region/center including any serviced regions. FAA's GELCO account number client cost center codes and the applicable region/center codes are listed in appendix 1 and appear on the TPD contractor's report of drafts cleared. (XXXXXX)

e. Employee password is a unique word or number created by the region/cost center for one of the three printing options: (1) the short report (80 character format), (2) long report (132 character format) or (3) the compressed format. (XXXXXX) The passwords are submitted to the TPD contractor, GELCO.

f. Employee code is a unique word or number created by the region/cost center for one of the three printing options: (1) the short report (80 character format), (2) long report (132 character format) or (3) the compressed format (XXXXXX). The passwords are submitted to the third party draft contractor, GELCO.

2. Instructions.

a. Set up the terminal, that will be used to access GELCO's Payment System computer, according to the following Time Sharing Terminal Compatibility Requirements.

Parity: None or Mark
Baud Rate: 1200 or 2400 baud
Stop Bits: One
Data Bits: Seven
Duplex: Half-local copy enabled

b. Call GELCO's Payment System's computer at:

(612) 947-1640 for 1200 baud
(612) 947-1643 for 2400 baud

c. Set your terminal for connection when you hear a high-pitched tone.

d. Wait for the system to prompt you for information.

e. Follow the instructions for each prompt, which are listed below as they will appear on the terminal screen. The items that are underlined require information to be entered. For example <ENTER> means press the "Enter" key.

VM370 ONLINE

(1) Press the key for CARRIAGE RETURN, or ENTER, to initiate the communications exchange.

! (ENTER)

The system will display the following:

Enter the following commands:
LOGON userid
DIAL userid
MSG userid message
LOGOFF

(2) Type-in your User ID assigned by GELCO

. XXXXXXXX <ENTER>

The system will display the following:

ENTER PASSWORD

- (3) Type-in your User ID password

. XXXXXXXX <ENTER>

The system will then display various messages, which you should ignore, and the following:

ENTER CLIENT NUMBER
C111A AWAITING REPLY

- (4) Type-in your five-digit client number assigned by GELCO

. 99999 (ENTER)

The system will then display the following:

Select one of the selected formats. The short report format will print the information in 80 character format; the long report format will print the information in 132 character format; compressed format.

- (5) Type-in your employee password. (XXXXXX)

Compressed Data Format : Your employee password <ENTER>

Short Report Format: Your employee password <ENTER>

Long Report Format: Your employee password <ENTER>

- (6) Type-in your employee code. (XXXXXXX)

Compressed Data Format : Your employee code <ENTER>

Short Report Format: Your employee code <ENTER>

Long Report Format: Your employee code <ENTER>

NOTE: You will be given two chances to correctly enter the information in steps 3 through 5; if you do not enter the information correctly you will be disconnected.

The system will then display the following:

ENTER DATE YOU WOULD LIKE REPORTED

- (7) Enter the today's date in the following format:
mm/dd/yy, for example, you must enter April 4, 1991 as 040491 or 04/04/91, not as 4/4/91 or 4491.

The system will then display the report as

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requested. If you want to print the report, you must press the "Print Screen" and the "CNTL" keys simultaneously.

After the report has been displayed, the system will then display the following:

NEED ANOTHER COSTS CENTER'S DATA REPORTED FOR THE
SAME DAY

- (8) Type-in "NO"

The system will then display the following:

ENTER DATE YOU WOULD LIKE REPORTED

- (9) Enter DONE, and you will be logged off the system.

NOTE: If at any point you find you are having trouble simply enter HELP for a display of more information.

